



Student Engagement Event Planning Checklist

**THIS FORM IS TO REMAIN IN THE STUDENT ENGAGEMENT EVENT PLANNING BINDER
Copies may be made for your use/record-keeping**

STATUS DATE INITIALS

_____ Meet with Student Engagement Coordinators.

_____ Confirm no date conflicts.

_____ Confirm two week lead time.

_____ Student Engagement Activity Request Form.

_____ Diagram with table size.

_____ Outside Publicity Needed?

AFTER SL ADVISOR APPROVES FORMS

_____ Send meeting request to Student Engagement Coordinators to put event on calendars.

_____ Notify Public Safety, Facilities, Welcome Desk, Enrollment Services, Catering of your date.

_____ Create posters/flyers on template.

_____ Hang posters/flyers on campus.

_____ Send to Advisor for social media posting.

_____ Confirm Facility Request/Work Orders submitted by Advisor (copy Student Engagement Coordinators).

_____ Confirm Catering request submitted by Advisor (copy Student Engagement Coordinators).

_____ Confirm Marquee request submitted by Advisor (copy Student Engagement Coordinators).

_____ Confirm IT request submitted by Advisor (copy Student Engagement Coordinators).

_____ Confirm announcement placed on social media feeds.

_____ Create parking/directional signage (if needed).

_____ Assign placement/retrieval of parking/directional signs to group member.

AFTER EVENT

_____ Confirm all external signage has been removed.

_____ Remove posters/flyers from bulletin boards - keep 1 copy for your files.

_____ Submit actual attendance, club attendee names, comments received to Advisor.

_____ Send Thank You notes to members/staff/faculty who assisted you.

STUDENT ENGAGEMENT COORDINATOR SIGNATURE